

EINSTEINWISE
AFTER-SCHOOL PROGRAM
HANDBOOK
2014-15

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1. Program Summary

EinsteinWise is a new concept in after school programs. Our commitment to enrich and enhance the academic content taught in schools to produce successful students is unique among such programs. Our founders established this program after carefully researching the successful programs throughout the world. The result is a challenging yet fun way to get kids interested in learning the most challenging subjects such as science, math and technology.

In order to achieve our objectives, we have adopted a number of strategies. We have very high expectations of ourselves, our students as well as our staff. We have developed our own mathematics and reading instruction software, which draws from the best the world has to offer. We use the latest in mobile computer technology to enhance student learning. We hire some of the best minds in the area to teach our students. We strive to bring out the best in our students. The following is a brief highlight of each of the programs.

After-School Program

This program is open between 3:45 pm and 6:30 pm on normal school days. Students get help on a variety of topics including their daily homework, Math, Reading, Chess, Mandarin (optional) and Lego Robotics (Fridays only). Younger students start with gentle stretching and relaxation before beginning their work. A brief description of each is given below:

Mathematics

Math has been termed as a gatekeeper skill for many exciting and rewarding professions in medicine, engineering, science and technology. Higher level math skills are now a requirement for almost any high paying profession. And yet recent data show that the US public school children consistently lag behind their peers in other industrialized and developing countries. Scientifically collected data show that developing early math skills and proficiency provides the confidence needed to succeed later in high school, college and beyond.

Our mathematics program

- Sets high expectations of every student.
- Is based on a curriculum that is proven to produce the best results based on international tests.
- Employs a proven methodology that builds basic skills as well as reasoning needed for problem solving.
- Takes advantage of the latest development in technology.
- Puts heavy emphasis on strong work ethic.

HOMEWORK HELP

Every child can benefit from the reinforcement of daily learning that comes with doing homework. Children who finish their homework and actually understand the contents come to school each day with more confidence in their abilities. However, with today's packed schedules, finding quality time at home to finish homework can be hard. What could be more relaxing than knowing that your child has finished most or all of their homework during their after-school program?

Our homework help sessions

- Ensure that your child gets most if not all the homework done every day before leaving our academy.
- Monitored by some of the best interns whose knowledge is still fresh.
- As one of the first activities of the after-school program, it will ensure that what is learned at school is reinforced with minimal delay.

Please note that we are not equipped to help with homework projects that are elaborate and take more than the allotted time of 30 minutes.

CHESS

There are thousands of games that can keep a child busy for hours, but few actually challenge the intellect. Chess is a time-tested game that has been proven to improve cognitive ability. Chess is also the leading co-curricular activity used by many progressive nations. The best players compete regionally, nationally, and internationally like any other sport. One of our founders also founded the Oregon Scholastic Chess Federation, so we can offer one of the best elementary chess programs in the Northwest. Most of our students have qualified to play in the state championships, and one has actually won the state title for his event. Those who are interested in higher level competitive chess may join our evening chess club offered weekly (see schedule for details). For extra practice, we frequently run Quad tournaments on Friday nights, when players gather to test their skills in a tournament setting. Please check our website for details and last minute announcements.

Our chess program

- Includes instruction by experienced club coaches.
- Accelerates learning using the latest in computer based training technology.
- Allows participation in club tournaments, which enables our students to be officially rated in the Pacific Northwest.
- Our Friday night quad tournaments prepare students for competitions, including local events and the state scholastic championships.

READING AND WRITING

Reading and writing are key gatekeeper skills that requires a solid foundation very early. Good early readers eventually become high performing students and productive adults. Reading skills often get taken for granted, but without a strong base in phonics, spelling and vocabulary in the early years, it becomes progressively difficult to acquire higher level skills such as analysis and inference.

Our reading and writing programs

- Puts heavy emphasis on phonics and vocabulary building to improve comprehension.
- Lets children start at a level that is comfortable for them.
- Leverages our adaptive learning technology to accelerate learning.
- Especially benefits children whose exposure to English is limited, either at home or at school.
- As with the math program, the phonics based reading program will automatically adjust to the current proficiency level of the child, and pace the learning at the child's rate.

CHINESE (Mandarin)

The global economic competition has made learning a world language more of a necessity than merely an option. Our elementary schools do not offer a mandatory second language. In comparison, a second language is mandatory in all European countries, and now in fast growing economies like China and India. Mandarin Chinese is fast catching on as a language of choice for those who want to prosper in the global economy of the 21st century. China will be our biggest trading partner and this is expected to drive the need for professionals who are proficient in Chinese.

Our Chinese (Mandarin) program

- Is taught by teachers who are trained in their profession as Chinese language teachers. Our teachers were also born in China and are native Mandarin speakers.
- Is interactive and fun to learn, where students are encouraged to think and speak to each other in Chinese.
- Provides continuous exposure needed to reinforce a second language.

SCIENCE AND TECHNOLOGY

The ever-accelerating pace of science and technology means our lives will see more and more sophisticated gadgets at home and at work. Tasks done by smart machines and computers will increase tremendously as computer technology gets more and more sophisticated. This also drives the need for students who understand technology at a more fundamental level, and prepares them for careers in STEM (Science, Technology, Engineering and Mathematics) fields. We offer Robotics as a fun way to introduce science and engineering to kids. Hands-on manipulation of mechanical elements, as well as computer programming, build confidence in dealing with technology.

Our Science and Technology Program

- Gives the students first hand experience in building working models using the LEGO Mindstorms™ kit.
- Teaches them the basics of computer programming concepts through the programming interface.
- Introduces key topics in science early so that they will be prepared for them in upper grades.

HIGH SCHOOL MATHEMATICS

Our targeted math classes designed specifically to help high school students. These classes are scheduled twice per week in the evening, after our regular after-school program. Topics covered include Pre-Algebra, Algebra, Geometry, Algebra II, and Pre-Calculus. Other sessions may be added based on interest.

HIGH SCHOOL TEST PREPARATION (SAT/PSAT PREP)

Einsteinwise offers coaching classes to interested students on a periodic basis. Classes are normally scheduled on weekends (typically Sunday afternoons), and run from four to six weeks each, depending on the class. Other classes may be added based on interest. During the summer, the classes are offered during weekday evenings in three week sessions. Although not included in our weekly schedule, each class is announced separately on our website, along with the cost and other details.

SUMMER CAMPS

EinsteinWise offers summer camps in Robotics, Chess, Computer Programming, and High School Test Preparation. Camps vary in length from one to three weeks, and vary from two to six hours per day. Please check our website around spring break for details.

SUMMER READING AND MATH

Einsteinwise holds math and reading sessions twice a week during the summer. Duration is 2 hours per day, usually from 3:30 pm until 5:30 pm. Please check our website around spring break for details.

SCIENCE FRIDAYS

Starting with the summer of 2014, EinsteinWise introduced a new series of Science classes called Science Fridays. Offered on Friday afternoons during the summer, these camps are designed to introduce science concepts such as Force, Motion, Electricity, Magnetism, Astronomy, and Earth Science to elementary school age children.

2. DAILY MASTER SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
1:30 – 2:00			Chess / Beginning Mandarin		
2:00 – 2:30					
2:30 – 3:00					
3:00 – 3:30					
3:30 – 4:00	Arrival	Arrival	Arrival	Arrival	Arrival
4:00 – 4:30	Homework Help	Homework Help	Homework Help	Homework Help	Math/Reading/ Writing
4:30 – 5:00	Math/ Reading/ Writing	Math/ Read./Writing	Math/ Read./Writing	Math/ Reading/Writing	
5:00 – 5:30				Adv. Mandarin	Lego Robotics / Science
5:30 – 6:00					
6:00 – 6:30					
6:30 – 7:00					
7:00 – 8:30	<ul style="list-style-type: none"> • High School Pre-Algebra • High School Algebra 	<ul style="list-style-type: none"> • High School Algebra 2 	<ul style="list-style-type: none"> • High School Pre-Algebra • High School Algebra • Chess 	<ul style="list-style-type: none"> • High School Algebra 2 	

Please note that our Mandarin program is now offered as an optional class on Thursdays.

Scheduling Policy

After-school Program:

1. Scheduling is done on a monthly basis at the beginning of the calendar month. Please inform us what days of the week you would like your child/children to attend.
2. Once the first request is made, any changes to the schedule must be made in writing (email is sufficient) and approved by management.
3. Attending the pre-scheduled sessions is the responsibility of the students. Students who are absent are not entitled to a refund for the month or a discount for the following months or terms.
4. Occasional absences may be made up on other weekdays within the month, or the following month. Make-up days may not be carried over to the following term.
5. If a student joins in the middle of the month, the amount will be prorated based on the remaining days in the month. Billing will revert to the monthly schedule thereafter.
6. We stay open during non-holiday, no-school days (e.g., teacher work day, conference day). On these days, a separate, daytime activities program is available from 9 am – 3:30 pm at extra charge (see Tuition and Fees for details).
7. EinsteinWise is closed during these days: **Labor Day, Veterans' Day, Thanksgiving (Thursday and Friday), New Year's day, MLK Day, Presidents' day(Monday), and Memorial Day.** No makeup days will be provided for these holidays.
8. The after-school program is also closed during Winter and Spring breaks, and Summer Vacation.

Other programs will run as they are scheduled in the timetable above, or as notified.

3. TUITION AND FEES – AFTER SCHOOL PROGRAM ONLY

Fall 2014 Program Cost

Advance full term payment for Fall must be made on or before September 3, 2014 to avail the discount

	September	October	November	December	Total	If paid in advance
5 days/week	395	395	395	300	1485	1410.75
4 days/week	345	345	345	270	1305	1239.75
3 days/week	275	275	275	210	1035	983.25
2 days/week	195	195	195	155	740	703

Winter 2015 Program Cost

Advance full term payment for Winter Program must be made before Dec. 31, 2014 to avail the discount

	January	February	March	Total	If paid in advance
5 days/week	405	405	405	1215	1154.25
4 days/week	355	355	355	1065	1011.75
3 days/week	285	285	285	855	812.25
2 days/week	205	205	205	615	584.25

Spring 2015 Program Cost

Advance full term payment for Spring must be made before March 31, 2015 to avail the discount

	April	May	June	Total	If paid in advance
5 days/week	310	405	220	935	888.25
4 days/week	270	355	185	810	769.50
3 days/week	210	285	145	640	608.00
2 days/week	145	205	115	465	441.75

Sibling discount (2 or more from the same family): 10%
Other discounts max 5%; Total 15% maximum discount per family

If paid in 4 monthly installments, payments are due on the 1st day of the month.
A 10% late payment fee will be added if payments are late by more than 5 business days.

Non payment of applicable dues may result in termination of services.

Registration (non refundable) fee \$50.00 paid only if the student is new to Einsteinwise
An **undiscounted** material fee of \$50 per term will be added to cover the cost of text books and work books.

Late pickup fee \$1 per minute per child after 6:40 pm (will be strictly enforced)

Notes:

1. Wednesday early release is included in the per month charge for those taking the school bus.
2. Non-holiday, no school daytime activities (e.g., teacher work day) may be offered at \$50 per day if enough people sign up.

Please pay by check until informed otherwise. Thanks.

FEES – OTHER PROGRAMS
(These are not part of the after-school program)

High School Math: Three hours per week – Monthly fee: \$180

Chinese Only: Two hours per week – Monthly fee: \$95

Chess Club: 90 minutes per week – Monthly fee: \$80

Friday Night Chess Quad Tournament: \$10 per tournament (\$5 for our students or chess club members).

High School Test Prep Classes (SAT/PSAT etc.) and Other Camps: Fees vary by class and time of the year. Please check our website for details

BOOKS AND SUPPLIES

Starting year 2013-14, a minimum set of books will be provided by Einsteinwise at \$50 per term. Repeat work (triggered by an error rate of more than 5% in a book) or early completion may require multiple purchases of the books, and will be billed accordingly.

4. ARRIVAL AND DEPARTURE PROCEDURES

ARRIVALS – Please inform a staff member that the child has arrived. Please **do not** leave a child at the school unsupervised OR send children into the school unescorted WITHOUT having established an agreement in writing with the staff. Upon their arrival, children will be greeted by an Einsteinwise staff member and signed in using the thumb print reader. They store their belongings in a provided space, and will be given time to eat a small snack prior to starting their routine.

DEPARTURES – When picking up a child from the Einsteinwise program, parents/guardians or authorized individuals must enter the building and pick up their children. People unfamiliar to the Einsteinwise staff, including parents and guardians and other adults who may not be familiar with the Einsteinwise staff, will be asked to present photo IDs before a child will be released to them. Anyone unfamiliar to the Einsteinwise staff, including parents/guardians and other authorized individuals, will be asked to present a photo ID before a child will be released to them.

LEGAL CUSTODY ISSUES – Please let us know if there are any legal issues with picking up a child by their parent/guardian ahead of time. Unless notified ahead of time, we cannot deny a parent or legal guardian from picking up their child.

LATE PICK-UPS – Einsteinwise after-school program closes PROMPTLY at 6:35PM, unless otherwise stated. You will be charged a Late Pick-up Fee of \$1.00 for each minute after 6:40 PM. This fee will appear on your account in the next monthly billing cycle. Habitual late pick-ups can result in termination from the Einsteinwise program.

NOTE ON PICKUPS: It is essential that children are picked up consistently at departure time. Please make an agreement with your child ahead of time as to when he or she will be picked up, so that there is no undue anxiety at the end of the day. Parents must provide at least two contact numbers to call in case no one shows up at pick up time. If a parent or guardian is early for pickup, and the child is in the middle of a scheduled activity, it is advised that the parent or guardian wait until the activity is finished.

5. ABSENCES AND CLOSURES

ABSENCES – Please let EinsteinWise know ahead of time if your child/children will not be attending a regularly scheduled day at EinsteinWise due to illness, vacation, etc., by calling our number at 360-433-0750, or by emailing info@einsteinwise.com. Child's school office is not responsible for reporting children's absences to the Einsteinwise program; this is the sole responsibility parents/guardians. If a child is scheduled to be at EinsteinWise and does not show up, we will contact the parents/guardians directly.

ABSENCE DUE TO ILLNESS – Please keep your child at home if they show any of the following symptoms or are just not feeling well. A good day of rest and fluids is better than trying to spend a day learning while feeling ill.

Einsteinwise shall not admit or retain any child with one of the following symptoms or combination of symptoms:

- Fever over 100 degrees F, taken with a digital ear thermometer
- Diarrhea (more than abnormally loose, runny, or bloody stool)
- Vomiting
- Skin or eye lesions or rashes that are severe, weeping, or pus filled
- Stiff neck and headache with one or more of the listed symptoms
- Complaints of severe pain
- Difficult breathing or abnormal wheezing
- Any communicable diseases (chicken pox, strep throat, measles, fifth's disease, scabies, pink eye, etc.) must be reported to EinsteinWise lead staff immediately.

If a child has minor cold symptoms, which do not impair his/her functioning, the child may remain at EinsteinWise until the parents pick the child up. Children cannot be allowed back into the academy until 24 hours after first taking antibiotics.

MEDICATIONS - If necessary, Einsteinwise staff will only administer your child any medication prescribed by a physician upon written notification by parents.

MEDICATION TO BE ADMINISTERED MUST:

- 1) Be brought directly to the Einsteinwise lead staff.
- 2) Be accompanied by a Einsteinwise Medication Administration Form indicating specific instructions as to quantity, time to take medication, name and telephone of the doctor, and all other pertinent information.
- 3) Must be in its original, labeled container; **otherwise it shall not be administered!**

ACCIDENTS, INJURIES & MEDICAL EMERGENCIES – All Einsteinwise employees are first aid certified aid to an injured child. A parent/guardian shall be contacted immediately, if it is the judgment of the Einsteinwise staff that medical attention may be necessary, immediate or not. If a parent/guardian cannot be reached, Einsteinwise staff will attempt to contact the child's emergency contact(s) and/or the child's listed doctor. In the event that a parent/guardian, emergency contact or doctor cannot be reached OR there is an extreme emergency, 911 will be contacted. If emergency personnel determine a child needs immediate medical attention the child may be taken via ambulance (at the family's expense) to the nearest emergency hospital. An Einsteinwise staff person will accompany the child until a parent/guardian's arrival. Syrup of Ipecac will ONLY be administered to a child by Einsteinwise staff if instructed to do so by Poison Control Professionals.

INCLEMENT WEATHER – EinsteinWise will be closed on all school closure days due to inclement weather. We will follow advisories released by the neighboring school districts to determine if we will be open on a certain day due to inclement weather. If schools close early due to inclement weather, we will not be operational on that day for the sake of the students' safety.

SCHOOL CLOSURES AND HOLIDAY CLOSURES – Einsteinwise offers several Vacation Day Programs when schools are closed for in-services, conferences and holidays, including the Winter & Spring Breaks.

EINSTEINWISE OBSERVES THE FOLLOWING FEDERAL HOLIDAYS AND WILL BE CLOSED: Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas, New Year's Day, MLK Day, President's Day, and Memorial Day.

ABSENCES FROM SCHEDULED COURSES - No make-up sessions or classes will be offered to make up absences from scheduled courses such as SAT Prep, High School Math Classes, etc. Students may receive a work packet to complete at home, or asked to attend an equivalent scheduled class, if one is available. It is the student's responsibility to complete the work at home and submit it to the respective teachers.

6. BEHAVIOR EXPECTATIONS AND RULES

Children are expected to contribute to a safe, caring environment by cooperating in work and play, doing their best to respect themselves, others, and the environment, as well as conducting themselves in a safe manner at all times. Our three main expectations/rules as broken down below are...Be Safe, Be Responsible, Be Respectful, and Have Fun!

EXPECTED BEHAVIOUR IN CLASS: Children are expected to be courteous to their fellow students, and respectful to their teachers and other grown-ups. During the classroom sessions, children are expected to focus on their assignments, and minimize communication with other students unless absolutely necessary. In case communication is necessary, they are required to use inside voices (hushed conversation). They are expected to follow directions from the teacher while they are in the academy.

EINSTEINWISE HOMEWORK: Einsteinwise does have homework expectations in order for the students to attain competence and mastery of the skills being taught. Students will be held accountable to turn in their homework during each session. Parents will be notified if the student does not meet homework expectations, and repeated incidents may result in suspension or expulsion from the program.

TEACHING THE BEHAVIOR EXPECTATIONS/RULES – Einsteinwise expects all children to behave appropriately during their time at our academy. We are committed to using consistent expectations of good conduct and behavior. Inappropriate behavior will be viewed as an opportunity to teach appropriate behavior and social skills to motivate children to behave in a mature and responsible manner. If we observe inappropriate behavior, the following course of action will be followed:

1. Redirection in a positive manner
2. Choice of actions to minimize disruption of class
3. Removal of child from the activity
4. Discuss situation with parent/guardian during pickup time
5. If not corrected after repeated discussions, request that the child be removed from the academy

INCIDENT REPORTS – If an incident is completely egregious, Einsteinwise staff will complete Incident Reports for all aspects of one-time and/or continued inappropriate/negative behavior and/or other incidents of excessive aggression, including bullying, teasing, using inappropriate language, insubordination, and/or other forms of behavior deemed negative or inappropriate by Einsteinwise

staff. Parents/guardians will be informed of the inappropriate/negative behavior and asked to review the accompanying Incident Report that then requires a signature. Copies of Incident Reports can be made for parents/guardians upon request, generally by the next business day.

BULLY FREE ZONE AND ZERO TOLERANCE POLICY – Einsteinwise is considered a Bully-Free Zone. This policy prohibits harassment and bullying on or near the academy. The following are considered bullying or harassment: Picking on someone due to their physical appearance, threatening, insulting, hurting someone's body, causing another child to fear being hurt; picking on someone because of their religious, political or racial views, intentionally excluding someone or a group of children, damaging another child's property or causing fear of damaging their property, or trying to make others afraid to be at the academy. Expressing one's religious, racial, ethnic or political views to other children will not be tolerated.

Einsteinwise does not tolerate bullying or any excessive inappropriate/negative behavior, including but not limited to vandalism, defacing academy property, causing damage to academy equipment, etc. Such behaviors can be cause for severe consequences and/or suspension from program participation and in worst case scenarios, expulsion from the program.

No refunds will be given in cases of expulsion due to disciplinary causes.

7. OTHER POLICIES

OPEN DOOR POLICY – Einsteinwise maintains an open door policy, at all times, for participating members as well as employees. Please feel welcome to stop by whenever our programs are in session to observe, ask questions, and/or make suggestions. Custodial families have immediate access to the center during hours of operation and are welcome at any time.

Parental request or permission to waive any of the rules for the certification of child care centers does not give our program permission to do so.

VOLUNTEERS AT EINSTEINWISE - Volunteers are valued at Einsteinwise and offer unique life experiences and creative capabilities to help enrich and enhance each child's experience at our program. Volunteers are not counted in our child to staff ratios. Volunteers over the age of 18 are required to go through the same background checks as our Amerkino staff. Volunteers at Einsteinwise do not have unsupervised access to children at any time, including during emergencies.

PERSONAL BELONGINGS. TOYS FROM HOME & ELECTRONIC DEVICES –

USE OF ELECTRONIC DEVICES IS NOT ALLOWED at Einsteinwise. This may include but is not limited to: cell phones, gaming devices, video or music players.

LOST & FOUND items will be kept in our office until claimed. If you forgot something, please claim it by describing the item during office hours.

8. EMERGENCY PROCEDURES

Washington Child Care Division, with monthly fire drills (recorded), staff training on earthquake emergencies, as well as other potential “threat” emergencies. Fire drill and other emergency procedures are posted, and fire emergency equipment, when required, is available and maintained per schedule. However, should an emergency occur during the operating hours, when we have not yet arrived, which necessitates closing Einsteinwise; then we will not be available to care for your child later that day.

EVACUATION PROCEDURES – If an evacuation must take place, order, safety and speed are crucial. Einsteinwise staff will direct individuals to leave the building from the closest available exit. Primary doors between designated areas are then closed. Parents/Guardians will be contacted via cell phone, in the event of an evacuation. Einsteinwise staff will have emergency files for every registered child on hand at all times and these files will accompany the group to the evacuation site.

Your child’s Einsteinwise Enrollment form serves as your authorization and permission to transport and/or relocate your child in the rare event of an emergency evacuation rendering the current Einsteinwise environment unsafe

EMERGENCY EVACUATION: In case of an emergency, the students and the staff will congregate at the EinsteinWise West Parking Lot (by the dumpster)